







## Microfiche Reference File

The Information Storage and Retrieval Section of Public Documents, U.S. Government Printing Office, is responsible for a microfiche reference file of sales items, which is used primarily by the Order Division in filling orders from both the public and libraries. It is also used by the bookstores and distribution centers in filling orders for documents.

Ms. Jeanne Isacco, Chief of this Section, came to the GPO from the library profession. She has previously held positions as Reference Librarian at Virginia Commonwealth University Library and the Free Library of Philadelphia, and as a State planner in the Division of State Planning, Richmond,

Virginia.

This computer-generated file is an in-house user tool, arranged by stock number and classification number, with title and series entries, key phrase entries when the title is not exact, and subject entries which group together publications dealing with a particular subject. It differs from the **Monthly Catalog** in that it is a total sales catalog consisting of approximately 22-23,000 sales items, including those currently available as well as those whose supply has been recently exhausted, but which are still in demand. Eventually, these items are removed from the file.

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## Personnel Changes

Public Printer Thomas F. McCormick has announced the appointments of Wellington H. Lewis as Assistant Public Printer (Planning) and Carl A. LaBarre as Assistant Public Printer (Superintendent of Documents), effective July 20, 1975.

Lewis, who previously filled the Assistant Public Printer (Superintendent of Documents) position, will be responsible for the development of long-range plans to enable GPO to take full advantage of technological and other rapidly increasing changes within the printing industry. In this capacity, he will direct a small staff of highly qualified professionals who will guide GPO management in the formulation of long-range strategic and contingency plans.

LaBarre, previously Director of GPO's Materials Management Service, will head the Federal Government's massive documents distribution programs which include:

- Sales of Government publications to the public in excess of \$35 million annually;
- Depository Library Program through which most Government publications are distributed free to certain selected libraries;
- Cataloging and indexing some 3,000 categories of Government publications; and
- Congressional and other by law distributions.

In addition to managing GPO's Documents operation, Lewis previously held positions of Deputy Comptroller and Acting Assistant Public Printer (Management and Administration) in GPO. Prior to coming to GPO he had extensive financial, data processing, systems and staff planning experience. A North Carolina native, Lewis graduated from the University of North Carolina at Chapel Hill with a Bachelor of Arts degree in Economics and a Master of Arts degree in Library Science. He also holds a Master of Business Administration degree from the University of North Carolina at Charlotte.

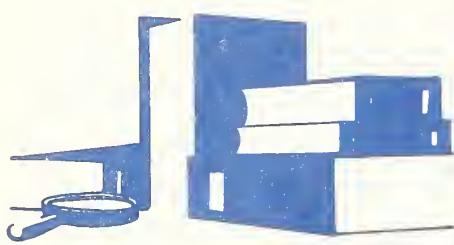
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# Personnel Changes

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versity of North Carolina and earned a masters degree from George Washington University.

LaBarre joined GPO in 1971 as Deputy Director of Materials Management Service. He was born in North Dakota and attended the University of Montana. He has extensive experience in managing large complicated activities supplemented by a background of financial, systems and purchasing assignments.



## Inspections

During the fiscal year 1975, librarians representing the Superintendent of Documents inspected 224 depository libraries in 17 States. Inspecting criteria emphasize the adequacy of documents acquisitions and retrieval records, the retention of item cards for publications selected, and the time required for their processing.

Librarians are expected to follow the **Instructions to Depository Libraries**, and various points outlined in the 1974 revision are checked. The availability of all depository documents to the general public and how this access is provided is one of the most important aspects of the inspection.

The inspection report is also a source of information for the Depository Library Council to the Public Printer and the Government Printing Office concerning the different methods of processing, housing, and the providing of interlibrary loan of these publications. We are interested in microprint reading and printing equipment, outreach projects and plans, the staffing of the documents section of the library, and depository related services provided by that staff.

The inspection report is now being revised to reflect changing requirements of the libraries, the Council, and depository planning. When the revision has been printed, copies will be sent to all depository libraries.

## Publications: Automatic Distribution

The following publications will be sent to depository libraries through automatic distribution as of July 1, 1975. This means they will be mailed directly from the contractor or printer rather than from the Library. Depository librarians should alert either their mail room personnel or acquisitions people that these periodicals will carry the specific depository library number as part of the mailing label address. This will be the only indication that the publication is a depository item.

Aerospace Safety—Item 423-A  
All Hands—Item 401  
American Education—Item 455-B  
Armed Services Procurement Regulations—Item 304  
Average Monthly Weather Outlook—Item 275-F  
Business Conditions Digest—Item 131-A  
Business Service Checklist—Item 127  
Children Today—Item 449  
Commanders Digest—Item 312-B  
Commerce Business Daily  
Commerce Today—Item 127-A  
Construction Reports—C-20, C-30, C-40—Item 140-A (Rev.)  
Congressional Record—Item 994  
Consumer Price Index—Item 768-F  
Current Housing Reports—Item 141-A  
Current Population Reports—Item 142-C  
Current Wage Development—Item 768-D (Rev. 1971)  
Daily Statement of Treasury—Item 923-A-1  
Daily Weather Maps, weekly series—Item 273-D-4  
Department of Defense Index of Specifications and Standards—Item 314-G  
Department of Defense Telephone Directory—Item 304-H  
Employment and Earnings—Item 768-B  
FAA Aviation News—Item 431-A-11  
FDA Consumer—Item 475-H  
Federal Aviation Regulations—parts 1, 21, 23, 25, 33, 36, 37, 43, 47, 61, 63, 65, 91, 93, 103, 105, 121, 123, 127, 133, 135, 139, 141, 152—Item 431-C-13  
Federal Register—Item 573  
Federal Supply Classification Listing of DOD Standardization Documents—Item 314-G  
Food & Nutrition—Item 74-A-3

HUD Challenge—Item 582-K  
HUD Newsletter—Item 582-L  
Index Medicus—Item 508-E  
Internal Revenue Bulletin—Item 597  
Job Safety & Health—Item 776-A  
Journal of Federal Home Loan Bank Board—Item 597-A  
Manpower—Item 746-N  
Monthly Labor Review—Item 770  
NCUA Quarterly—Item 525-A  
Naval Aviation News—Item 375  
Naval Research Reviews—Item 407-C  
Occupational Outlook Quarterly—Item 770-A  
Official Gazette of U.S. Patent Office: Patents—Item 260  
Official Summary of Security Transactions and Holdings—Item 906-A  
Resources in Education—Item 466-A  
SEC Docket—Item 908-C  
Sealift—Item 388-B-1  
Selective Service News—Item 1077-A  
Social and Rehabilitation Record—Item 532-A-13  
Statistical Reporter—Item 855-C  
U.S. Foreign Trade Report FT-135, FT-410, FT-800, FT-990—Item 144  
Water Spectrum—Item 342-B  
Weekly Compilation of Presidential Documents—Item 577-A  
Wholesale Prices and Price Indexes—Item 771-B

To claim a publication that is mailed through automatic distribution the normal claims procedure should be followed. The Library receives claim copies in order to fill a claim. Send your claim to:

Assistant Public Printer  
(Superintendent of Documents)  
Library Division (SLL)  
Washington, D.C. 20401

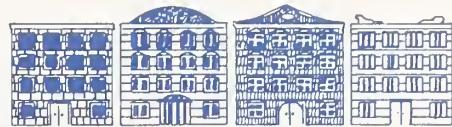
Since the publications are not mailed on a shipping list, there is no specific deadline to meet in making a claim. A library can make a claim however, when one of these conditions has been met:

1. you have not received a particular issue of a periodical but have received subsequent issues,
2. you have heard that other libraries have received the particular issue that you are missing, or
3. the time of the month when you usually receive issues of a specific periodical has passed.



## Regional Depository Library Workshop

# Status of the Monthly Catalog



The **Monthly Catalog** production staff has provided the following report on the status of coming issues of the **Monthly Catalog**.

The February issue is expected to be in press production the week of July 21. Press efforts on the March catalog will be initiated as soon as the February run begins. The third and final printout for the April catalog is expected in the hands of the library staff the week of July 21. The April issue will be composed through electronic means, as was the March catalog.

From the backlog of cataloged material which was contracted out, the first 2,000 catalog entries delivered to date will be used for the May issue. No current entries will be incorporated into the issue to avoid any possible merge/sort problems which may arise. It is expected that printout correction sheets will be returned about July 30 for final correction.

The original May entries will be used to generate the June issue. All entries are now in permanent storage and a correction printout will be called for about July 30.

It appears that the February, March, April, and May issues of the **Catalog** will be in distribution in about 5 weeks.

The December 1974 issue was shipped on Shipping List 7833 on June 19, 1975.

### Please Note

Depository librarians who do not review the Daily Shipping Lists on a continuing basis are missing many items of interest included on those lists. The library and the Superintendent of Documents use the Daily Shipping Lists as a primary means of communication with the depositories.

Recent announcements have included job vacancies, notices of new depository items being added, changes in staff within the Library and other important items. Review the Shipping Lists and stay informed.

On July 5, 1975 the second Regional Depository Library Workshop was held in San Francisco, California at the Sheraton-Palace Hotel following the American Library Association Annual Conference. Twenty-eight (28) Regional Depository Librarians were present or represented. The following staff members from the Government Printing Office were on hand to deliver addresses, make slide presentations, and answer questions regarding the depository program: Mr. W. H. Lewis, Assistant Public Printer (Superintendent of Documents), Mr. Jim Livsey, Director, Library and Statutory Distribution Service, and Mr. Norman N. Barbee, Library Administrator. Mr. Leroy C. Schwarzkopf, Government Documents Librarian from the University of Maryland, delivered an address on **How a Library Organizes Government Documents**. Other presentations included **The GPO Story**, **Monthly Catalog**, **Status of Government Printing Office Sales Program**, **Depository Law and Disposal of Depository Publications**, **Status of Depository Operations**, **Depository Distribution and Filing of Claims**, **Activities of the Depository Library Council to the Public Printer**, and **Micropublishing**.

We believe that the success of this Workshop should result in better understanding of the Depository Library Program and improved services.



The final revision of the contract and procurement specification to be used in the Government Printing Office Pilot Microform Project has been delivered to the GPO Procurement staff for contractual advertisement, according to an announcement by the Program Manager.

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## New Depository Libraries

We would like to welcome the following libraries, designated depositories after September 1, 1974:

Arcadia Public Library  
Arcadia, CA D 42B

Mesa County Public Library  
Grand Junction, CO D 70B

Quinebaug Valley Community College  
Danielson, CT 79A

General Accounting Office  
Washington, DC DG-1034

Civil Aeronautics Board Library  
Washington, DC DG-1035

Stetson University College, Law Library  
St. Petersburg, FL D 102C

Columbus College  
Simon Schwab Memorial Library  
Columbus, GA D 120A

Lincoln Park Campus Library  
Chicago, IL D 150A

University of Louisville,  
Law Library  
Belknap Campus  
Louisville, KY D 214A

Allegheny Community College Library  
Cumberland, MD D 245A

Olivet College Library  
Olivet, MI D 279C

Carroll College Library  
Helena, MT D 342A

Oklahoma City Library System  
Oklahoma City, OK D 487A

U.S. Court of Appeals (3d Circuit)  
Philadelphia, PA DG-1033

St. Joseph's College  
Philadelphia, PA D 516A

Montgomery County Community College  
Blue Bell, PA D 519C

Mesquite Public Library  
Mesquite, TX D 589

Supreme Court of the State of Utah  
Salt Lake City, UT D 617A

# Microfiche Reference File

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While the **Monthly Catalog** is cumulative only in its annual index, this reference file is cumulative both in its records and in its indexing, and is constantly updated.

As with the **Monthly Catalog**, the automation of this file has created certain problems. For example, because of the idiosyncrasies of computer programing, alphabetical sequence and numerical order may be different from the usual order. This especially becomes a problem when dealing with classification numbers. Also, there have been certain problems in reconciling this file with the **Monthly Catalog**. The new title index of the **Monthly Catalog** has been useful to the compilers of the reference file in making title entries, although it has also created problems in sequencing because of differences in cataloging form. In addition, the future plans of the Public Documents Library to list subject headings on catalog cards, which are sent to the Information Storage and Retrieval Section for their cataloging, will aid in reconciling the two subject indexes.

It is hoped that these two sections will continue to work together on these problems to improve documents control, so that those ordering publications will have easier access to them.



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Draft copies of the contract and specification were circulated to 16 highly competent professional organizations and individuals for critical review and comments.

It is expected the contract will be advertised nation-wide for a period of 30 days. Potential production sources submit their bids and after a period of bid evaluation and a possible preaward survey the contract will be awarded.

An August 15 target date has tentatively been set for start of film production and distribution to test libraries. Test vehicle for the project will be the **Code of Federal Regulations**. It will be converted to a standard 98 frame nominal 24:1 reduction ratio microfiche format.

At the conclusion of the 4-month project an economic analysis, recommendations and findings will be forwarded to the Joint Committee on Printing for review and determination of the advisability of further activity by the Government Printing Office in the area of microform conversion.

## News Notes

Mrs. Jennie B. Cross reports that she is back at her job as Documents Librarian and Assistant Professor at Oakland University in Rochester, Michigan, after attending the American Library Association Convention in San Francisco.

During her 6 months as Acting Manager of the Cataloging and Classification Branch of the Public Documents Library, Mrs. Cross made many suggestions for improving GPO services to libraries. We feel that her efforts have helped establish better communications between the users and producers of Government documents and the **Monthly Catalog**. We appreciate her help and hope that her enthusiasm and interest in our programs will continue.

### Correction

In the last issue of **Highlights**, the new classification number for the Energy Research and Development Administration was incorrectly given as **FE 1**. The correct class number for this agency is **ER 1**. **FE 1** is the correct class number for the new Federal Energy Administration. We regret the error.

## LIBRARIAN'S EXCHANGE

- In response to the Question & Answer published in **Highlights** No. 9, April 1975, *Do you have a master list of Public Health Service publications arranged by PHS number and indicating the proper Superintendent of Documents classification number for each?*, we have received notices from 2 libraries indicating that they have prepared such a list.

Teresa L. Floore of the D. H. Hill Library at North Carolina State University at Raleigh compiled a list in 1972 entitled **Public Health Service Publications**. It is available in Copyflow print from microfilm from the Photoduplication Service of the University of North Carolina Library, Chapel Hill, NC 27514. The cost is for the photocopy service only.

The University Library of the University of Arizona, Tucson, AZ 85721 has compiled a list of PHS-numbered publications from 1950-1971. The list is arranged on cards and is going

through the final stages of editing but has not yet been published. They will, however, be happy to take requests from libraries. Write to them at the above address or call **602-884-3003** or **602-884-3712**. They have also begun preparing a list of DHEW numbered publications starting from 1971 when the changeover from PHS numbers to DHEW numbers was made.

• The Eccles Medical Sciences Library at the University of Utah is in the final stages of producing MEDOC, a computerized index to medical and health sciences U.S. Government documents. Documents will be indexed by Superintendent of Documents number, title, subject, and issuing agency series number. For further information write to:

**MEDOC**  
**Eccles Medical Sciences Library**  
**University of Utah**  
**Salt Lake City, UT 84112**



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